

CITY OF HOUSTON

Job Posting

Applications accepted from: Job Classification Posting Number Department Division Section Reporting Location

ALL PERSONS INTERESTED SENIOR ACCOUNT CLERK PN #103120 HOUSTON POLICE **BUDGET AND FINANCE** N/A 1200 TRAVIS, 17TH FLOOR *

MONDAY - FRIDAY, 8:00 A.M. - 4:00 P.M.*

*Subject to change

9

Workdays & Hours

Reviews procurement card monthly transaction statements to confirm compliance with policy and procedure. Management of department monthly procurement card reconciliation statements. Process data entry information related to division purchase requests to provide current status information i.e., procurement cards, petty cash, and purchase orders. Assists division personnel with creation of purchase requisition and purchase order document. Provides support to division personnel regarding request status information, solicitation of bid requests, and purchasing policies and procedures. Process encumbered liquidations and cancellations in ADVANTAGE electronic purchasing system. Performs duties of back-up petty cash custodian.

10 **WORKING CONDITIONS**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

MINIMUM EXPERIENCE REQUIREMENTS

One year of clerical accounting experience is required.

MINIMUM LICENSE REQUIREMENTS

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14 **PREFERENCES**

15 SELECTION/SKILLS TESTS REQUIRED

Yes X No 16 SAFETY IMPACT POSITION

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 13

\$824.00 - \$1,105.00 Biweekly \$21,424.00 - \$28,730.00 Annually

OPENING DATE 18 March 2, 2005

19 **CLOSING DATE** March 8, 2005

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496.

An equal opportunity employer